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MEMORANDUM FOR:

SUBJECT: Proposed Change in CIA Reserve Category Designation

1. A review of current mobilization planning indicates that military personnel requirements in wartime T/O's will not be as great as originally categorized. Also, over a period of years an individual who is unable to participate in reserve training activities is unable to keep abreast with the developments taking place in his parent military service and considerable disparity develops between the military and civilian grade. Therefore, with some possible exceptions, it would appear to be in the best interests of the Agency and the individual if employees who are not able to participate in reserve training activities were placed in Category 3 so that in an emergency they could continue to serve the Agency in their civilian capacity. This, of course, does not pertain to individuals who have an unexpired statutory reserve obligation who cannot be placed in Category 3 until such obligation has expired.

2. In view of the above, assignment to CIA reserve Category 1 will, as a rule, be limited to those employees who are actively participating in reserve training activities, either under one of the Agency sponsored reserve units, or under programs which do not entail mobilization assignment outside CIA. (Employees who hold mobilization assignment outside CIA must request placement in Category 2 - To be released by the Agency for active duty with the military).


3. As a result of recent negotiations with the military departments it now appears that the Agency will experience no difficulty in obtaining adequate spaces in the reserve training units to accommodate all employees with commissioned reserve status who desire to participate. It is also expected that in the future, employees assigned to the units will be able to retain their assignments while outside the Washington Area, either in the U.S. Field or overseas. However, the Agency has no reserve programs designed for enlisted reservists.

4. In order that the records of this office may be brought up to date and the current Category 1 list revised to reflect only those reservists who meet the criteria outlined above, it is requested that the attached Questionnaire be completed and returned within thirty days from receipt. For your information, if you request transfer to CIA reserve Category 3 your name will be included on the list of Agency employees whom the military departments have agreed to defer from active duty to continue in their current civilian

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occupation in an emergency. This action will not affect your appointment other than causing your transfer to the Standby Reserve if you are not already in that status. This, in brief, means that although you remain subject to military control under appropriate conditions, Selective Service must first determine your availability for active military service.

5. After transfer to the Standby Reserve your name will be reported to an appropriate Selective Service Local Board by your parent service. When this takes place you will be required to complete a Selective Service Questionnaire in order that the Local Board may determine your "availability". If this occurs you should, after contacting the Cover Division regarding the information to be furnished, complete the Questionnaire and return it to the Local Board. It is anticipated that arrangements will be made, either with the military departments or with Selective Service, to secure deferment for all employees in CIA Category 3, even though certain individuals may be classified as "available" by Local Boards. This, of course, would not preclude your voluntary call to active service during an emergency if it is determined that you could better serve the Agency in a military capacity.


Director of Personnel

Attachment

REQUEST FOR CHANGE IN CIA RESERVE CATEGORY			
FROM:	NAME (LAST - FIRST - MIDDLE)		RESERVE GRADE
	MILITARY SERVICE		STATUS (READY, STANDBY, RETIRED, DISCHARGED, UNKNOWN)
TO:	CHIEF OF OFFICE, DIVISION OR STAFF		
1. MY CURRENT RESERVE TRAINING STATUS IS AS FOLLOWS (CHECK ONE AND COMPLETE IF APPROPRIATE)			
<div style="display: flex; justify-content: space-between;"> <div style="width: 10%;">A. <input type="checkbox"/></div> <div style="width: 80%;">NOT PARTICIPATING IN RESERVE TRAINING ACTIVITIES.</div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 10%;">B. <input type="checkbox"/></div> <div style="width: 80%;"> ASSIGNED TO _____, LOCATED AT _____ (REVERSE UNIT DESIGNATION) I (AM) (AM NOT) EXPECTED TO BE AVAILABLE TO THIS UNIT IN EVENT OF MOBILIZATION. </div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 10%;">C. <input type="checkbox"/></div> <div style="width: 80%;"> NOT ASSIGNED TO A RESERVE UNIT BUT PARTICIPATE IN RESERVE TRAINING ACTIVITIES AS FOLLOWS: _____ _____ </div> </div>			
2. IN VIEW OF MY PRESENT RESERVE TRAINING STATUS I REQUEST:			
<div style="display: flex; justify-content: space-between;"> <div style="width: 10%;">A. <input type="checkbox"/></div> <div style="width: 80%;">ASSIGNMENT TO AGENCY-SPONSORED RESERVE TRAINING UNIT.</div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 10%;">B. <input type="checkbox"/></div> <div style="width: 80%;">TRANSFER TO CATEGORY 3 (DEFERRED FROM ACTIVE DUTY)</div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 10%;">C. <input type="checkbox"/></div> <div style="width: 80%;">TRANSFER TO CATEGORY 2 (RELEASED TO THE ARMED FORCES)</div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 10%;">D. <input type="checkbox"/></div> <div style="width: 80%;"> RETENTION IN CATEGORY 1 UNDER CURRENT STATUS FOR THE FOLLOWING REASONS: (INDICATE MOBILIZATION ASSIGNMENT FOR WHICH YOU BELIEVE YOU ARE QUALIFIED AND SHOULD BE CONSIDERED) _____ </div> </div>			
3. STATUS (CHECK ONE AND COMPLETE IF APPROPRIATE)			
<div style="display: flex; justify-content: space-between;"> <div style="width: 10%;">A. <input type="checkbox"/></div> <div style="width: 80%;">I HAVE A RESERVE OBLIGATION WHICH EXPIRES _____ (DATE)</div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 10%;">B. <input type="checkbox"/></div> <div style="width: 80%;">I DO NOT HAVE A RESERVE OBLIGATION.</div> </div>			
THIS DATE		SIGNATURE	
FROM:	CHIEF OF OFFICE, DIVISION OR STAFF		
TO:	DIRECTOR OF PERSONNEL (ATTN: MOBILIZATION BRANCH, MMPD, 296 CURIE HALL)		
1. THE REQUEST ABOVE IS <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			
2. REMARKS:			
THIS DATE		SIGNATURE	